

# CONFIRMED MINUTES

## TKHS BOARD OF TRUSTEES MEETING



At the **TKHS Board of Trustees Meeting** on **27 Nov 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Tuesday, 24 October 2023
<b>Time:</b>	6:00 pm to 8:31 pm (NZDT)
<b>Location:</b>	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
<b>Board Members:</b>	Hilary Karaitiana (Chair), Alton Matthews, Blake Matthews, Gareth Williams, Jo Randle, Marama Shearer, Nikki Taylor, Sarah McElroy, Avi Mudaliar
<b>Attendees:</b>	Lee Taylor

## 1. Opening Karakia & Welcome

### 1.1 Confirm Minutes

**TKHS Board of Trustees Meeting 18 Sept 2023**, the minutes were confirmed as presented.



#### Minutes of the previous meeting held on Monday 18 September 2023

**Resolution:** That the minutes of 18 September 2023 be confirmed as a true and correct record.

<b>Decision Date:</b>	24 Oct 2023
<b>Mover:</b>	Nikki Taylor
<b>Seconder:</b>	Marama Shearer
<b>Outcome:</b>	Approved

### 1.2 Interests Register

## 2. Actions from Previous Meetings

### 2.1 Action List

Due Date	Action Title	Owner
29 May 2023	Year 13 Hoodies <b>Status:</b> On Hold	Marama Shearer
29 May 2023	Combined Policy Review Uniform <b>Status:</b> In Progress	Sarah McElroy
30 Aug 2023	Cleaning Checklist <b>Status:</b> Completed on 13 Oct 2023	Lee Taylor

Due Date	Action Title	Owner
16 Oct 2023	EOY Reports 2023 <b>Status:</b> Not Started	Gareth Williams

### 3. Management Reports

#### 3.1 Principal's Report

##### Notes from the Principal's Report:

1. **Curriculum data** - apologies for missing data
  - o Workshops with the senior students - we have received positive feedback to date
2. **Continuing with the Board funded position for 2024**
  - o Intentions to resurrect the International Students programme
  - o Board have requested that the Principal include the position in the draft budget for 2024 and that it is linked to the staffing plan 2024 (breakdown of what staffing is needed & where)
3. **Staffing update**
4. **Teachers** - professional growth cycles (due November)
  - o Do you have to engage with Board, students etc? *Response:* Yes
5. **Suspension Meeting** - Thursday, 26 October at 4pm in the Boardroom
6. **Teacher only day** - scheduled for Friday, 24 November 2023
7. **Roll** has stayed consistent throughout the year which is really good and has been positive
  - o what does the year 9 roll look like for next year? *Response:* Around 80 students
  - o any advertising for new enrolments? *Response:* We've had enrolment evenings & PE students visit to Primary Schools
8. **Professional Learning** - Hautu Model (cultural capability). Mrs R Price would like to talk to the Board at next months meeting. *Response:* Yes, please invite her to the next meeting.
9. **Reports** - Summary for the Board which includes details like:
  - o what are the KPIs? If we're not meeting them, why?
  - o what are our TEC contracted numbers? Have we met reporting timeframes? How many placements we have? When is the contract paid up to date etc.
  - o Board is assured that we are meeting our contractual obligations. How we create systems that show we've met them. Give good guidelines as to what we want such as what was your role in getting more participation? Number of participants?

#### 3.2 Finance

##### D Hill - Financial Report 2023

- Positioned financially in a really good place. Still well ahead of the budget.
- Have significant funding govt wise - settlement agreement funding for teacher staffing etc. Operating grants close to where it was expected to be.
- Uncommitted funds - the most important number in this report. Stayed constant throughout the year which is great.
  - o You see spikes when the school receives operational funding Jan, April, July & October
- Key areas for review don't change a lot.

- Audit management letter 2022
  - Cyclical maintenance - requirements for the school are assessed regularly
- Leases are underneath the threshold
- Banking staffing - small overspend however within the general fluctuations and there is time to get that back to zero.
- Teacher salaries - more relief than otherwise budgeted for
- Expenses over budget for the board to review
- If you have any questions both the Principal and EO have my contact details. More than happy to help answer your queries.
- Audit Management Letter have a few points on it for the board to consider/address. D Hill will send through a report of his view of the report.
- Working on a few improvements with the SBM such as training staff to use ApprovalMax
- Credit Cards - use the accounts you've set up, have a register for when the card is being used. Have those hard conversations with staff to ensure that the processes are followed. L Taylor will include details on the statement like where the card was used and what was purchased.

Board queries:

1. Operating projections - Can you please record how much is carried forward in the report. D Hill confirmed that he can include that in future reports.
  - Deficits - one off maintenance items
  - End of year projection will be removed from the report
2. Do we have the right number of codes? Are there too many? e.g. fundraising
  - More codes - easiest way is to have more codes and split them
  - Fundraising codes
3. Budget template - The School Office will pre-populate one for 2024



**September 2023 - Finance Report, payment schedules and credit card statements**

Resolutions:

Documents presented for board approval, the September 2023 Finance Report, the September 2023 creditor payment batches and the September 2023 credit card statements be accepted as tabled.

**Decision Date:** 24 Oct 2023  
**Mover:** Jo Randle  
**Seconder:** Alton Matthews  
**Outcome:** Approved



**Credit Card Statements**

Starting next month, L Taylor will add purchase details to the monthly credit card statements.

**Due Date:** 20 Nov 2023  
**Owner:** Lee Taylor

## 4. Other Business

### 4.1 TSO - Reminders for Boards of Trustees

### 4.2 Painting (Cyclical Maintenance Plan)

Property:

- First stages of painting A Block & C Block. It looks great.
- Gardens - The Board has suggested that we look at a budget for plants or perhaps work with Primary Industries by having the horticulture class grow the plants and the gardeners plant them in the school gardens.
- Recommendation to fence the school field to stop people driving or parking on it.
- Recreation Centre
  - concerns about the cleaning standards & if there are regular checks to maintain the facilities and keep it looking nice
  - complaints of the public vaping (inside)
- Uniform - story board of designs tabled by S McElroy from NZ Uniforms
  - The Board accepts the black pants, shorts & skirts option
  - The Board would like to see prices and some samples of the designs tabled at the next meeting in November 2023
- School Lunches & canteen - the school lunches has been extended for another year (to December 2024)
  - What are the rules regarding operating a canteen?

BoardPro - Flying Minutes. Reminder to the Board that it must be unanimous, 100% before a minute can be passed.

We have some property decisions to make and we will use the flying minute option in BoardPro to make decisions in between meetings.

### 4.3 In-committee Meeting

There are no In-committee minutes this meeting.

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** TKHS Board of Trustees Meeting - 27 Nov 2023, 6:00 pm

Approved decisions made between meetings



#### Quote - C Barnsdall

Accept the quote from Corey Barnsdall Builders Ltd tabled at the August 2023 (also attached)

**4 Supported:** Alton Matthews , Gareth Williams , Nikki Taylor , Sarah McElroy

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 20 Sept 2023

**Outcome:** Approved

### New Actions raised in this meeting

Item	Action Title	Owner
3.2	Credit Card Statements <b>Due Date:</b> 20 Nov 2023	Lee Taylor

**Signature:** *H Karaitiana*

**Date:** 27-NOV-2024